

2. Access the FSS Exits Report

From the *MTCS Main Menu*,

- Use your mouse to click on the words 'MTCS Reports'

A yellow rectangular button with the text "MTCS Reports" in blue, bold, sans-serif font.

The *MTCS Selection Menu* appears on your screen.

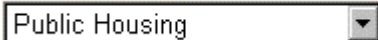
2.1. Program Selection

From the *Selection Menu*,

You must select a single program type to view this report.

Single program types include:

1. Public Housing
 2. Section 8 Certificates
 3. Section 8 Vouchers
 4. Section 8 Moderate Rehabilitation
- Use your mouse to select a program from the drop-down box

A yellow rectangular header with the text "Program Selection" in blue, bold, sans-serif font.A white rectangular drop-down menu with a black border. The text "Public Housing" is displayed in black font. A small black triangle icon is visible on the right side of the menu.

- * FSS reports are not available for Indian Housing programs.

2.2. Level of Information

Once you have selected a 'program,'

- Use your mouse to select a 'level of information'
 1. National
 2. State
 3. Field Office
 4. Housing Agency
 5. Project (Public and Indian Housing only)

 National

- * The *FSS Exits Report* is not available if you select the 'Metropolitan Area,' 'County,' 'City or Locality,' or 'Congressional District' levels of information
- * For detailed information on how to select a 'level of information,' please go to the MTCS documentation web site:

www.hud.gov/pih/systems/mtcs/document.html

2.3. Select the FSS Exits Report

After you complete the 'level of information' selection,

- Click on the '**Report Menu**' button

The *MTCS Report Menu* appears on your screen.

- Use your mouse to select the *FSS Exits Report*.

[FSS Exits](#)